



Maryland Department of Budget & Management

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Office of Personnel Services and Benefits

*ROBERT L. EHRLICH, JR.
Governor*

*JAMES C. DIPAULA
Secretary*

*MICHAEL S. STEELE
Lieutenant Governor*

September 17, 2003

Title First Name Last Name
Address
City State Zip

Dear Title Last Name:

Recently, Maryland State government had to make painful reductions in its budget. It is regrettable that these reductions affect you personally. The reductions were based upon the State's need to respond to its financial circumstances. You, no less than any other Maryland State employee, have provided a valuable service to the State government and the citizens of Maryland.

The Office of Personnel Services and Benefits (OPSB) developed the attached Maryland State Employee Guide to Outplacement Services to assist you in facing the loss of your position, finding alternative employment, and understanding your reinstatement rights and unemployment benefits. This resource highlights a variety of services related to recruitment, health benefits/COBRA, and employee assistance. The Guide also provides information on services available to employees through the Department of Labor, Licensing and Regulation (DLLR) local Maryland Job Service offices for assistance with job search, career planning and training.

The Recruitment and Examination Division (RED) is offering special employment and career advisory services, placement and referral assistance, and informational workshops to dislocated employees. RED staff will be facilitating the certification of employees to appropriate eligible lists as reinstatement candidates. Under section 11-302 of the State Personnel and Pensions Article (SPPA), separated employees in the skilled and professional service are entitled to special reinstatement provisions. Your reinstatement rights are explained in the **“Do I have reinstatement rights?”** section of the attached handout **“Identifying Future Employment Opportunities With The State.”**

Under section 2-601 of the SPPA, separated employees are entitled to reinstatement rights for a period of three years from their last day of employment with the State. This means that you may return to State employment during that time and receive credit for the time employed before separation for the purpose of determining your step in the pay grade, rate of annual leave accrual, and seniority rights. Management service, executive service and special appointment employees also have access to advisory services and may be eligible for certification as a reinstatement candidate, depending on their prior work history. **It is very important that you effectively promote your qualifications to prospective State employers in consideration for future job opportunities.** Please be sure to use the available State resources to increase your likelihood of a successful placement.

We encourage you to contact the Recruitment and Examination Division for information and assistance. It is also essential that you keep your address and telephone contact information updated with this office to facilitate your referral and consideration for other State positions. Appointments may be made in person at the Maryland State Employment Center at 300 W. Preston Street in Baltimore, Maryland, or by telephone at (410) 767-4850 (our toll free number at 1-800-705-3493). TTY callers may contact the Maryland Relay at 1-800-735-2258 or may dial 7-1-1 in Maryland. Please bring a completed State application (MS100) and/or resume when you meet with RED staff. Applications are available for downloading in PDF and WORD formats at www.dbm.maryland.gov. Individuals must arrive on time for their appointments. Children are not permitted in the advisory sessions. A picture ID is required for admittance to the building.

If you have additional questions regarding your transfer or reinstatement rights, or other related issues, please contact Denise Carter-McCormick at 410-767-4932 or Peggy Smith at 410-767-4921.

Sincerely,

Andrea M. Fulton
Executive Director

Enclosure

CC: Kristine Hoffman
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